

UK Border Agency

Permanent Migration,
PO Box 306,
Liverpool
L2 7XS

Tel 0845 010 5200

Web www.ukba.homeoffice.gov.uk

Address

Our Ref

Your Ref **Your Ref**

Date

Dear **Salutation**

Re: **Applicants Name / Nationality / Date of Birth**

As a result of the amendments to the Immigration (European Economic Area) Regulations 2006 which came into force on 8th November 2012, UKBA are now considering applications made under the *Ruiz Zambrano* judgment.

In order to give substantive consideration to your application, we need further information to assess your application.

Sections **XX** of the enclosed form sets out the required information, you may find it helpful to either complete this form or send in the information requested in sections **XX** separately.

If you have not already done so, you must provide all relevant documents specified in the form. Identity and travel documents provided with the application must be originals and copies will not be accepted. Copies of other types of document of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we *may* accept a copy certified by the body or authority which issue the original (for example, a copy of a savings book certified by the building society or bank) or by a notary. The reason for not being able to provide the original document must be explained in a covering letter. We are unlikely to be able to grant your application without the original document where there is no valid reason. Any documents which are not in English must be accompanied by a reliable English translation.

In addition, you must send two recent passport photographs of yourself and any family members you are applying with. All the photographs must have the name of the person in the picture written on the back. All the photographs should:

- measure 45mm x 35mm; and
- be in colour and

- be taken against a grey or cream background; and
- be clear and of good quality; and
- not be framed or backed; and
- not be digitally altered, for example, you cannot use Photoshop to change anything in the image; and
- be full face, without sunglasses, hat or head covering unless you wear this for religious reasons.

The photograph you send will be used for your derivative residence card, which if issued, will be fixed in your passport in the form of a vignette.

I enclose an addressed label for your reply. A stamp is needed and recorded delivery is recommended. We believe it would be reasonable to receive the documents **within 21 days. All documents must be original** as photocopies are not acceptable.

Yours sincerely,